

WYOMING DEPARTMENT OF AGRICULTURE
INTERNAL POLICIES

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| PERSONNEL CONFIDENTIALITY |
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| MARCH 2007 |
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1. Employees shall treat the results and records of their inspections as confidential, including conversations held with an establishment. Employees shall not disclose this information to the public, including other businesses or establishment owners, unless approved by the supervisor or manager and in accordance with this policy.
2. No Confidential Business Information (CBI) collected as a result of an inspection or investigation shall be released by an employee to anyone except the employee's immediate supervisor or manager and the establishment's owner/manager.
3. For the purposes of this policy, CBI is any information obtained from an establishment that includes, but is not limited to the following: financial, personnel, trademark, trade secrets or other commercial information claimed as confidential by its source.
4. Supervisors or the manager may direct employees to provide copies of their records, files, inspection results, etc., to parties who may request this information through the State of Wyoming Public Records Act. Such requests are required to be made to the division manager in writing.
5. Employees shall adhere to the procedures for archiving records, including when records can be destroyed and how they should be destroyed. When in doubt, employees should confirm archive requirements with manager.
6. Except for records required by fiscal policy, no retained records shall contain social security numbers.
7. All records and files of an employee are the property of the state of Wyoming.